



Cal Poly Pomona Foundation, Inc.
3400 Poly Vista, Building 300
Pomona, CA 91768

(909) 869-4242 ph
(909) 869-4155 fx
village@cpp.edu

Cancellation/Account Summary of License Agreement Request Form (Form #UV04005)

A Licensee who wishes to cancel their space before the end of the License Period must complete and submit this form (Form #UV04005) to the University Village Front Office or email village@cpp.edu. The Licensee is responsible for 30 day's rent (30 days' notice) from the date of cancellation. After Form #UV04005 is received, the Licensee will be charged a \$475.00 cancellation fee in addition to 30 days' rent. Documentation verifying the reason for cancellation below is required.

Account Reconciliation

Reconciliation takes six to eight weeks to be processed. If you wish to appeal any charges, then you must complete the [Appeal to Charges Form \(Form #UV04011\)](#) and submit it to the University Village Front Office or email village@cpp.edu.

Please provide the following required information:

Full name: _____

Student ID number: _____

Current apartment (building-apartment-room): _____

Phone number: _____

Email address: _____

Forwarding address: _____

Reason for Cancellation (please attach documentation)

____ Extreme hardship

____ Military

____ Graduation

____ Study abroad

____ Medical

____ Other

If Other, please provide a detailed explanation. If you need more space, please use the back of the form: _____

See back for additional information.



Cal Poly Pomona Foundation, Inc.
3400 Poly Vista, Building 300
Pomona, CA 91768

(909) 869-4242 ph
(909) 869-4155 fx
village@cpp.edu

____ Administrative: This form was completed by University Village Staff because the former Licensee did not complete the form prior to checking out, as is required.

Licensee's Signature: _____

Date: _____

-----Office Use Only-----

Approver's Signature _____ Date _____

Type of Fee	Amount Paid	Charges	Refund/Invoice
Application Fee Non-Refundable	\$ _____	\$ _____	\$ _____
Other Charges	\$ _____	\$ _____	\$ _____
Penalty	\$ _____	\$ _____	\$ _____
License Fees	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Description of charges: _____

